



Enquiries Advisor

The Basics :

- ✓ 9am to 5pm, Monday to Friday
- ✓ Based in our Ipswich office
- ✓ Competitive Salary
- ✓ 25 days holiday per year
- ✓ Auto enrolment into our pension scheme

Additional benefits:

- ✓ Flexible working
- ✓ Contractually enhanced sick pay
- ✓ Contractually enhanced maternity and paternity schemes
- ✓ Work/life balance

4 year benefits:

- ✓ Private healthcare
- ✓ Income protection
- ✓ Monthly travel contribution

Competencies:

- ✓ Positive outlook
- ✓ Team player
- ✓ Professional
- ✓ Personable & caring
- ✓ Capable of demonstrating self-improvement

About us

Attwells Solicitors is one of the leading firms in East Anglia, with offices in Suffolk, Essex and a boutique London office. Attwells are a young, dynamic and diverse law firm with a focus on career progression, plain-English legal advice and excellent client care. We are dedicated to breaking down barriers to entry to the profession and providing our staff with autonomy to shape their own future, in an environment in which they can thrive.

Working at Attwells is about the "4Ps":

Personal: Caring for our clients and one another

Professional: Always acting with trust and integrity

Progressive: Growing and improving for our clients and ourselves

Positive: Being a "can-do" team player.

Overview of the role:

You will be part of a very busy Enquiries Team whose purpose is to capture and convert all new business leads that come into the firm whether these are external, internal or referred into us. Full training on our CASE management and quoting system will be given. As part of the role you will be expected to undertake the following:-

- Providing quotations in relation to the services that we offer whether these are receive via telephone enquiry or through our website;
- Chasing up of those quotations sent to clients in order to convert to an instructed matter;
- Provide clients with the necessary documentation to enable them to be a client of the firm;
- Passing on of all relevant information to the Fee Earners to enable them to open their file;
- Any other duties that are identified by the Head of Department

Start date: immediately

The candidate

- Good use of Word, Excel and generally strong IT skills
- Strong academic background
- Strong communication and interpersonal skills
- Able to work independently whilst also being a team player
- Very organised
- Friendly and caring attitude

Equal Opportunities

Attwells are committed to recruiting individuals on merits of suitability for each role, on the basis of qualifications and experience. All applications are treated equally regardless of sexual orientation, race, disability, religious beliefs and any other protected characteristic, ensuring that there are equal opportunities at all stages of the recruitment process.

How to apply?

To apply please send your CV, Covering Letter and a completed Equal Opportunities Monitoring Form (available here: <https://attwells.com/wp-content/uploads/2021/08/Equal-Opportunities-Monitoring-Form-August-2021.pdf>) to recruitment@attwells.com